



MEMORANDUM

TO: Budget Office Business Contacts
FROM: Leslie Brunelli
DATE: July 12, 2006
RE: Budget Execution – FY2007

Beginning this week the Budget Office will upload BD's to the system for all Columbia "A" fund responsibilities, all campuses, and selected auxiliary units. Once the base budget is loaded, no additional BD's will be loaded in July. Beginning in August units may send budget transfers via the BD entry tool available through the Accounting Services Intranet at: <https://image.admin.sc.edu/GLEntry.php>

The Budget Office will no longer accept the Excel BD form. If you have questions about the BD system – need help setting it up, entering a BD and submitting, please contact Susie Vitaris. BD's will only be accepted through the BD system. As in FY2006 budget transfers will be accepted between the 5th and 20th of each month. Budget transfers should be limited to the following activities:

1. Budgeting for new accounts once the account has been established and is active.
2. Transfer of budget from one responsibility to another responsibility.
3. Budgeting of new revenue. An example of this is when a new fee is approved after the budgets have been finalized for the coming year.
4. Budget transfers for fringe benefits' allocations to departments within a responsibility will be accepted on a quarterly basis.

Budget transfers within a responsibility should be kept to a minimum. This will allow you to assess your budget plan in relationship to the actual financial transactions that occur as your unit progresses through the fiscal year. The variance analysis of budget to actual will assist in budget forecast reporting as well as measuring the progress toward achieving the objectives established by the University and your unit. The Budget Office will prepare a responsibility-level variance analysis of all units after the fourth post-close of the FY2006 year.

Upon receipt of state appropriations for the pay package and health insurance, in late August or early September the Budget Office will prepare BD's to allocate the pay package to service units, allocate state appropriations to academic units, increase tuition in the academic units, allocate all BOT initiative funding, and recalculate the tax.

If you have any questions, please contact your budget analyst. The revised contact list will be posted the Budget Office website later this week.

cc: Rick Kelly
Mark Becker
Harris Pastides
William Moore
Ed Walton